Edit a Job Requisition Quick Reference Guide
05.04.15

A job requisition can only be edited after it has been approved. The Number of Openings cannot be changed once the job requisition has been approved.

> **NOTE:** Any job requisition that is edited does not go through the approval process again. Major changes may require verification from the Recruiter. Major changes may require a new job requisition be initiated in order to go through the proper approval process. Contact your recruiter to verify whether a new job requisition should be created or the approved requisition can be edited.

Type *Edit Job Req* in the Search box.

Select the job requisition to edit.

FIELD	DEFINITION	COMMENT
Reason	Update Hiring Requirements Update Job Title, Description or Justification Update Qualifications Update Recruiting Start Date Update Target Hire Date	
Replacement For	Leave Blank	
Recruiting Instruction	Leave Blank	
Target End Date	If Worker Sub-Type is Fixed Term, enter Target End Date	Worker Sub-Type determines if target end date is required
Job Posting Title	Edit as appropriate	Verify with Recruiter before changing.
Justification	For positions that are an addition to the budgeted headcount, attach justification form http://wdrs.fnal.gov/employ/employinternal/PersReqAttachJustification.docx. Complete form, scan and upload the document to this "attachment" tab for **required** approval from Finance/Budget Office. For all positions, attach Work Activities Analysis Form http://wdrs.fnal.gov/employ/employinternal/WAAF.docx to document physical position requirements.	If a justification is not included, the job requisition will not be approved
Job Profile	Edit as appropriate	Verify with Recruiter before changing.
Job Description Summary	Auto Populates	Verify with Recruiter before changing.
Job Description	Additional position requirements	Verify with Recruiter before changing.

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FIELD	DEFINITION	COMMENT
Job Families for Job Profile	Auto Populates	
Worker Type - Fixed Term	Employment is for a stated period of time greater than six months and generally in no more than 3-year increments. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	Verify with Recruiter before changing.
On-Call Worker (Fixed Term)	On-call employees are a group of support personnel who work on an 'as needed' basis. This group consists of professionals, retirees and others who wish to work temporary assignments. There are no guaranteed number of hours an On-call employee will work. Assignments are dependent upon Laboratory needs and the employee's ability to fill the assignments. On-call employees must work less than 1,000 hours a year. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Regular	Employment for an indefinite period of employment. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Seasonal (Fixed Term)	Summer and holiday temporary assignments, intended for students. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Temporary Employee (Fixed Term)	Individual who works either short- or long-term assignments (generally not to exceed six months) with an employer without being treated as a permanent employee; normally used to meet seasonal or other demands that supervisory organizations do not have internal resources to meet. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Time Type	Full time or Part time	If changing from Full to Part time or from Part to Full time, create a new job requisition. This change requires approval from your manager.
Primary Location	Batavia	
Additional Locations	Leave Blank	

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FIELD	DEFINITION	COMMENT
Scheduled Weekly Hours	Defaults to 40, update appropriately if this is a Part time position.	This is the only field used to identify the number of weekly hours the position requires.
Work Shift	Leave Blank	
Compensation Grade	Auto Populates	
Qualifications	Edit as appropriate	Verify with Recruiter before changing.
Attachments	Fermilab Personnel Requisition Attachment Form	
Comment	Identify all the fields that were edited.	

Review the job requisition to verify all changes have been made.

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